

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, August 6, 2014 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members O'Connor, Schafer, Wollrab, Rankin, Erickson, Robustelli

Members Absent: None

Other Members Present: Members Pyne and Metsker

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Judith LaCasse, Recording Secretary, County Administrator's Office; Mr. Mark Messman, Assistant Civil State's Attorney

Department Heads/
Elected Officials
Present:

Mr. Jack Moody, Interim Director, Nursing Home; Ms. Kathy Michael, County Clerk; Mr. Walt Howe, Health Department Administrator; Ms. Jennifer Ho, Risk Management

Others Present:

Ms. Maria Pascua, Chief Deputy County Clerk; Ms. Denise Cesario, Director of Elections, County Clerk's Office; Mr. Mark Bounds, Recording Program Administrator, County Clerk's Office; Ms. Cathy Dreyer, Finance Director, Health Department; Ms. Marshall Thomson, Manager, Animal Control

Chairman Owens called the meeting to order at 4:30 p.m.

Chairman Owens presented the minutes of the July 2, 2014 Finance Committee meeting for approval.

Motion by Wollrab/Schafer to Approve the Minutes of the July 2, 2014 meeting.
Motion carried.

Mr. Robustelli advised that a community member has requested to speak to the Committee. He noted that this person missed the deadline that requires making the request to speak five business days before the meeting as this agenda can come out on Friday, but it makes it an impossible requirement for the members of the public to speak.

After a discussion, the majority of the Committee concurred to allow the person to speak for the three minute limit.

Mr. Bob Bradley, retired professor at Illinois State University, stated that he taught in the Department of Politics and Government, has done voting and election analysis for a variety of media outlets and has worked with the County Clerk and her predecessor on several occasions dealing with voting and election matters, particularly at ISU. He stated that after seeing the proposal on the agenda, he had several statements to which he thought the Committee might want to think about in regard to that proposal.

Mr. Bradley's statements are as follows:

- Is the 2014 Primary Election the baseline for which the decision was made on making changes for Normal Precincts 8 and 30?

Mr. Bradley stated that the 2014 Primary Election was abysmal for Precinct 8 and 30, but in 2010 Precinct 30 had the highest percentage turnout of all the Normal precincts. Precinct 8 in 2012 had the highest percentage turnout of all the Normal precincts. Mr. Bradley noted that the 2014 Primary Election was an aberration compared to other elections. He said that the only ones close to it are the consolidated races held in odd years.

- What would be the more convenient polling place of the two in question?

Mr. Bradley stated that the Bone Student Center has more entrances and exits, more handicapped access, larger elevator, more spaces for polling places, more restrooms, more parking and is much more familiar to voters.

- Are their options to deal with the pay for parking concern?

Mr. Bradley indicated that parking could be made free at the Bone Student Center; or a nearby surface lot or parking garage could be dedicated to voters.

- Are there other approaches that could be taken to achieve the cost savings for these specific precincts?

Mr. Bradley pointed out that precincts 14 and 30 could be combined and the new precinct could be moved to the Bone Student Center, which would still take advantage of its location and produce a smaller precinct in regard to the number of voters. He noted that ISU is going to have record enrollment and that means there will be a tremendous drive in 2014 and 2016 to get most of those people to be registered voters, which means that Precinct 8's registered voter count will increase significantly. For consolidated elections, the number of judges could be reduced.

Mr. Bradley stated that he appreciates the opportunity to speak to present a broader context for considering the County Clerk's proposal.

Mr. Jack Moody, Interim Director, Nursing Home, presented the Nursing Home June 2014 Monthly Report.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Mr. Moody.

Ms. Kathy Michael, County Clerk, distributed additional information on the Recording Program report, as well as information on her action item. She referred to the chart showing the overall recording volume monthly, quarterly and yearly. She noted that 2014 had fewer recordings than the other years. Mr. Mark Bounds, Recording Program Administrator, County Clerk's Office, stated that there appears to be an upturn in home sales in the last month and going into August. He stated that the last page of the report in the packet is a spreadsheet showing a year-to-date comparison of 2013 and 2014.

Ms. Michael presented a request for approval to combine Precincts 8 and 30 to form Normal Precinct 8, and to move the newly combined Precinct 8 voters to the Normal 14 location at the First United Methodist Church, 211 N. School Street, Normal, IL.

Ms. Michael advised that she is easily accessible for questions and would encourage anyone with questions or concerns to call or come in to see her. She added that misunderstandings or suggestions can often be addressed prior to the meeting.

Ms. Michael stated that this proposal is not taking away the ISU polling place. She did note that this is a very confusing issue, with the state mandating that a polling place be at ISU some years and not mandating it other years. On Election Day, the County Clerk's Office is mandated to test pilot a polling place in a high traffic area, which will be at ISU's Bone Student Center on the concourse level. There will be touch screen machines there and two judges, and every voter in McLean County can vote there except the City of Bloomington. Ms. Michael added that all the voters at ISU and faculty will be able to vote as well. She stated that the advantages of voting at the First United Methodist Church include:

- Easier access for disabled voters,
- Easier access for students and community members living in apartments and homes around the church, etc.;
- More spots for VOTE HERE signage;
- Free parking;
- Ample room to accommodate the possible high voter turnout in a Presidential Election;
- ISU will still have EARLY VOTING for six days in the Bone Student Center along with Election Day voting where any voter in McLean County can vote.

Ms. Michael referred to the "Past Voter Turnout for Comparison" sheet, noting that in 2012 68% of ISU registered voters turned out to vote, which was 200 voters, because there are only 297 voters registered. She agreed that this is a high percentage, but it is a low voter turnout in people. Ms. Michael added that the church can easily accommodate 2,000 voters.

Ms. Michael advised that many of the state statutes are 50 years old and have not adapted to the electronic age. With the electronic age, 2,000 voters are processed much more quickly. Ms. Michael stated that absentee voting and early voting are being encouraged, which reduces large numbers at the polls.

Ms. Michael indicated that, in discussion with the State Board, they learned that instead of using the 15 judges -- five judges per precinct -- with the two precincts at ISU (precincts 8 and 30), and five judges for the church (Normal 14), we can now combine those and use only five judges, reducing the judges from 15 at \$145 each to five judges, and still be able to accommodate the voters.

Ms. Michael noted that the County Clerk's Office will inform all of the registered voters of this change, and will continually inform them. Ms. Denise Cesario, Director of Elections, County Clerk's Office, advised that the number of people voting on Election Day continues to decrease as the opportunities of absentee and early voting increase.

Ms. Michael pointed out that, because the Bone Student Center is so large, it is possible for people who are electioneering to walk through the building. At the church, people promoting candidates are stopped at the door. Ms. Michael also advised that Precincts 8 and 30 include voters who are ISU students as well as community members.

Mr. Robustelli asked for a final clarification of the voting opportunities at ISU. Ms. Michael responded that the voting opportunities at ISU include the six days of Early Voting, and the "Election Day voting" where anyone in McLean County (except the City of Bloomington) can vote, where ISU is the test site for 2014. She stated that the hours of the "Election Day voting" site at ISU can be determined by the County Clerk's Office, which they will designate as the same hours as other Precincts.

After additional discussion, Chairman Owens called for a motion.

Motion by Schafer/O'Connor to Recommend Approval to Combine Precincts 8 and 30 to form Normal Precinct 8, and move the newly combined Precinct 8 voters to the Normal 14 Location at First United Methodist Church, 211 N. School Street, Normal, IL.
Motion carried.

Ms. O'Connor asked if a press release will be issued. Ms. Michael replied that there will be several press releases, as well as blogs and website and Facebook reminders.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Ms. Michael.

Mr. Walt Howe, Health Department Administrator, introduced Ms. Cathy Dryer, Finance Director, Health Department. Mr. Howe presented a request for approval of an Ordinance of the McLean County Board amending the 2014 Combined Appropriation and Budget Ordinance for Fund 0110 (Developmental Disabilities Fund). He indicated that this request would normally be handled as a routine transfer, but since it involved personnel services, it is in the format of a budget ordinance amendment. The Health Department is requesting to transfer \$7,179 from the Developmental Disabilities Contract Line 0706-0002 to a Full-Time Employee Salary Line 0503-0001 in the amount of \$6,500 and line 0599-0002 for Group Health Insurance in the amount of \$679.

Mr. Howe indicated that this request will allow for the adjustment of a Program Manager in the Health Department to provide administrative oversight in the Behavioral Health Program Contract Services as was requested by the Behavioral Health Advisory Board to look at the broader spectrum of behavioral health services in the community.

He advised that the Program Manager is currently paid out of Fund 0112-60/Mental Health. Mr. Howe stated that, since a portion of the Program Manager's responsibilities will include oversight and review of the programs in the Developmental Disability Fund, it is appropriate that it shares in the cost. Due to the contracts for Developmental Disability funding remaining at the FY'14 amounts, there is excess funding in the contract line that can be transferred to the personnel line in order to accommodate the portion of the Program Manager's salary.

Motion by Wollrab/Rankin to Recommend Approval of an Ordinance of the McLean County Board amending the 2014 Combined Appropriation and Budget Ordinance for Fund 0110 (Developmental Disabilities Fund).

Motion carried.

Ms. Jennifer Ho, Risk Management presented her Second Quarter FY'2014 Risk Management Fund Report. She stated that for the first six months of FY'2014, the County experienced an improvement across all lines of coverages. This is a continuation of the reduction in the number of claims from FY'2013 observed in the first quarter.

Ms. Ho indicated that the County ended this quarter with a net increase of \$131,457 in reserves, both from new claims activity and an increase for prior claims activity. She noted that as of June 30, 2014, the County has 41 open claims for all lines of coverage as compared to 40 open claims at the end of the last quarter, March 31, 2014. The

stability of the County's claims experience is a positive indicator of the state of County operations. Ms. Ho stated that Table 1 provides a broad, comprehensive look at the County's claims since 2005.

Ms. Ho advised that Table 2 shows the new claims experience for the first six months of the year. She indicated that experience in the Auto Physical Damage claims was impacted by two late occurring auto physical damage claims from FY'2013. One of the claims involved a transfer of \$36,203 to offset the replacement cost of the truck and plow. She stated that a settlement of \$17,748 of a \$50,000 deductible was received, as endorsed into coverage under the County's property insurance policy. Ms. Ho noted that of the remaining new auto physical damage claims in FY'2014, we are working to recover on two claims. Ms. Ho advised experience in the workers compensation claims is improved by a reduction in the claims as compared to prior years, since FY'2010.

Ms. Ho stated that the County ended this quarter with a net increase of \$131,457 in reserves, both from new claims activity and an increase for prior claims activity.

Ms. Wollrab asked what the status is of safety training. Ms. Ho replied that all possible resources are used for safety training including programs by one of the County's insurance company, safety interns and training she can provide.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Ms. Ho.

Chairman Owens indicated that Ms. Becky McNeil, County Treasurer, was unable to attend the meeting. He noted that her Financial Reports for the period ending June 30, 2014 were distributed to the Committee.

Mr. Wasson provided a brief review of the Financial Reports. He noted that the Investment Report continues to show very low interest rates.

Mr. Wasson reviewed the Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. He pointed out that the PPRT is down by 11%, but he noted that PPRT are never consistent. Mr. Wasson noted that Sales Tax, Revenue Sales Tax, Local Use Tax and Income Tax are up, with Income Tax up almost 5%. He indicated that we are a little behind last year, but, from a budget perspective, we are on budget.

Motion by Wollrab/Robustelli to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending July 31, 2014, as submitted.
Motion carried.

Mr. Wasson advised that the Department of Revenue finally sent a report on the top ten Sales Tax recipients within the County. He stated that because we didn't receive the report until now, the numbers are almost identical to last year and they didn't break

down the information by quarter or month. Mr. Wasson indicated that the state has expressed that they spent a large amount of time on this process. He advised that a request will be made for a data dump so that the materials can be reviewed. Mr. Wasson stated that the good news is we are back on track and the bad news is we don't know what happened during the last quarter of last year and first quarter of this year.

Ms. Hannah Eisner, Assistant County Administrator, reviewed a list of critical personnel position requests which have been received by the County Administrator's Office through July 29, 2014. All positions listed below are budgeted and funded through the end of FY 2014.

County Clerk

1) Request to fill 1.0 FTE Deputy County Clerk

There is a vacant Deputy County Clerk position in the County Clerk's office. This is one of 3 FTE Deputy County Clerk positions authorized for the office. The person in the vacant position answers phone calls and assists customer in the office – fills birth, death, marriage certificate requests for both walk-in and mail requests – processes marriage applications, maintains the “doing business as” database, quotes and redeems delinquent taxes, maintains supply inventory, processes notary certificates when they arrive from the state and notifies the notary applicants that can be picked up. The volume of work is such that the duties this position cannot be redistributed to other staff. This position must be filled to maintain customer service.

County Clerk

2) Request to fill 1.0 FTE Deputy County Clerk

There is a vacant Deputy County Clerk position in the County Clerk's office. This is one of 3 FTE Deputy County Clerk positions authorized for the office. The person in the vacant position answers phone calls and assists customer in the office – fills birth, death, marriage certificate requests for both walk-in and mail requests – processes marriage applications, maintains the “doing business as” database, quotes and redeems delinquent taxes, maintains supply inventory, processes notary certificates when they arrive from the state and notifies the notary applicants that can be picked up. The volume of work is such that the duties this position cannot be redistributed to other staff. This position must be filled to maintain customer service.

Nursing Home

1) The following positions were vacated and refilled pursuant to the patient care exemption:

1 FTE Registered Nurse, 4 FTE Certified Nursing Assistants

Motion by Robustelli/Rankin to Recommend Approval of the
Critical Personnel Hiring Requests.

Motion carried.

Mr. Wasson advised that there has been a retirement at Animal Control, and Ms. Marshall Thomson, Manager, Animal Control, has requested some time to work with the Administrator's Office to put together a proposal for staff restructuring that she believes will provide the staff with flexibility in operation at Animal Control. He noted that Mr. Howe and Ms. Thomson are available to answer any questions. Mr. Wasson stated that he believes Animal Control can work with the current manpower by utilizing part-time staff more for the next 30 days, while a plan is determined. Mr. Wasson anticipated that a recommendation on staff restructuring at Animal Control will be brought to the committee next month that, hopefully, will provide some flexibility.

Mr. Robustelli thanked Ms. Thomson for providing him with a tour of the Animal Shelter. He indicated that it is very helpful to be able to see the facility and how it works.

Mr. Rankin asked if the restructuring will be done between Animal Control and the Administrator's Office only. Mr. Wasson replied that it will be between Animal Control, the Administrator's Office and the Health Department. Mr. Rankin asked what roll the Health Department will play. Mr. Wasson replied that Mr. Howe can share historic information on staffing levels and staffing requirements, which are helpful to the analysis. He added that some of the changes that may take place include a staff member who is part of the Animal Control Program, but currently working at the Health Department. Mr. Wasson indicated that one of the changes may be how to utilize that person at Animal Control. The goal is to provide more flexibility to the staff at Animal Control.

Chairman Owens stated that the Health Department and Animal Control have worked very well with the Administrator's staff on this topic. He thanked them for continuing to work with the Administrator's Office.

Chairman Owens called for a motion to go into *Executive Session* to discuss Collective Bargaining and Personnel Matters with the Committee Members and Staff.

Motion by Rankin/Erickson to Recommend the Finance
Committee go into *Executive Session* at 5:28 p.m. to discuss
Personnel Matters with the Committee Members and Staff.

Motion carried.

Motion by Schafer/Wollrab to recommend the Finance
Committee return to *Open Session* at 5:52 p.m.

Motion carried.

Chairman Owens presented the July 31, 2014 Finance Committee bills and transfers for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$1,160,646.54 and a Fund Total that is the same.

Motion by O'Connor/Wollrab to recommend approval of the Finance Committee bills and transfers as of July 31, 2014 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the July 31, 2014 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$426,722.37 and a Fund Total that is the same.

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Motion by Rankin/Erickson to recommend approval of the Nursing Home bills as of July 31, 2014 as recommended by the County Auditor.

Motion carried.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 6:04 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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